



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Allen Martin, Treasurer
Friends of Bob Livingston PAC
228 S. Washington Street, Suite 200
Alexandria, VA 22314

Identification Number: C00053751

JUL 19 2000

Reference: May Monthly Report (1/1/00-4/30/00)

Dear Mr. Martin:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your report discloses limited payments for administrative expenses. Administrative expenses are payments made for the purpose of operating a political committee including, but not limited to, rent, utilities, salaries, telephone service, office equipment and supplies. Any such payments to a person aggregating in excess of \$200 in a calendar year must be disclosed on Schedule(s) B, supporting Line(s) 21(b) of the Detailed Summary Page. 2 U.S.C. §434(b)(5) If these expenses are being paid by a connected organization, your Statement of Organization must be amended to reflect this relationship. 2 U.S.C. §433(b)(2) In addition, if expenses have been incurred but not paid in a reporting period, the activity should be disclosed as a debt on Schedule D, if the obligation is \$500 or more, or outstanding for sixty days or more. 11 CFR §104.11

Any goods or services provided to your committee by a person, except volunteer activity (i.e., a person's time), would be considered an in-kind contribution from that person, and would be subject to the disclosure requirements of 2 U.S.C. §434(b)(3) and 11 CFR §104.13, and the limitations and prohibitions of 2 U.S.C. §§441a and 441b.

Clarification regarding administrative expenses should be disclosed during each two year election cycle beginning with the first report filed in the

non-election year. Please verify that all expenses referenced above (i.e., rent, salaries, utilities, etc.) have been adequately disclosed. If these services have been provided by volunteers, please confirm this in writing.

-Please amend Schedule B supporting Line 23 by providing the office sought for each contribution made. 11 CFR §104.3(b)(3)(ii) and (v)

-It has come to the attention of the Federal Election Commission that the reports you have filed during the current election cycle do not reflect the appropriate coverage dates for monthly filing status. Please be advised of the filing dates and coverage periods for the 2000 election year and fill in the appropriate coverage dates on Line 5 of the Summary Page.

Report Type	Coverage Dates	Due Date
February Monthly	1/1/00-1/31/00	February 20, 2000
March Monthly	2/1/00-2/29/00	March 20, 2000
April Monthly	3/1/00-3/31/00	April 20, 2000
May Monthly	4/1/00-4/30/00	May 20, 2000
June Monthly	5/1/00-5/31/00	June 20, 2000
July Monthly	6/1/00-6/30/00	July 20, 2000
August Monthly	7/1/00-7/31/00	August 20, 2000
September Monthly	8/1/00-8/31/00	September 20, 2000
October Monthly	9/1/00-9/30/00	October 20, 2000
12 Day Pre-General	10/1/00-10/18/00	October 26, 2000
30 Day Post-General	10/19/00-11/27/00	December 7, 2000
Year End	11/28/00-12/31/00	January 31, 2001

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

Angel L. Williamson

Angel L. Williamson
Reports Analyst
Reports Analysis Division

